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Supply

MANAGEMENT OF GOVERNMENT  
PROPERTY

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This instruction implements Air Force Instruction (AFI) 23-111, *Management of Government Property in Possession of the Air Force*, AFI 23-110V2, *USAF Supply Manual*, AFI 33-112, *Computer Systems Management*, and AFI 33-106, *Managing High Frequency Radios, Personal Wireless Communication Systems, and the Military Affiliate Radio System*. This instruction establishes 910th Airlift Wing policy in regards to the Management of Government Property. It applies to all personnel assigned to this base.

1. The following initiatives will be implemented by each organization:

1.1. Issuance of government property to individuals:

1.1.1. An AF Form 1297, **Temporary Issue Receipt**, will be prepared and maintained for items loaned outside the custodian's span of control per AFI 23-110V2, Part 13, Ch 8.5.2.18. Spot checks or periodic verification will be accomplished to ensure property is being adequately controlled and maintained. General log forms or locally approved electronic logs may be used in lieu of an AF Form 1297 for equipment items checked in and out on a daily basis (i.e., portable radios and small arms).

1.1.2. AF Form 1297 will be issued for a maximum of 180 days, unless extenuating circumstances exist (i.e., mobility bags and equipment for deployments, and extended temporary tours of duty). AF Form 1297 or an equivalent Tracking and Reporting Software (TRS) document for cellular phones may be issued for one (1) year. Renewal of AF Form 1297 will occur only after the custodian has physically seen the equipment item. Renewal of the Mobility Inventory Accountability Control System (MICAS) generated Issue Receipt or the AF Form 1297 issued for Mobility Bags will be done after the applicable Mobility Bag has been returned to the Special Assets area. Mobility Bags must be returned in order to facilitate replacement of shelf life items that have reached expiration date.

1.1.3. All equipment items that are listed on a Custodian Authorization/Custody Receipt Listing (CA/CRL) that are going to be sent on a deployment must be reported to the Equipment Manage-

ment Element (EME). The EME will place a deployment flag against the item or items that are going to be deployed. Once the equipment is flagged, the Deployed Equipment Custodian (appointed in writing by the commander) will sign a DD Form 1348-1A, **Issue Release/Receipt Document**, at Base Supply. If the item is not returned or is determined to be missing, a Report of Survey will be initiated within 45 days.

1.1.4. Both the individual and the account custodian should ensure that AF Form 1297 is processed prior to any government property leaving this installation. Upon return of the item (s), the individual should ensure that the custodian annotates the AF Form 1297 that the property has been returned. Individuals should maintain the return receipt until the next inventory cycle has been completed.

## 1.2. Custodian Responsibilities:

1.2.1. All items received by the unit which have been ordered through base supply or an organizational Government Purchase Card (GPC) account and which are required to be annotated on the CA/CRL (R14) or the Organizational Visibility Listing (R15) will be added to the applicable listing within 30 days of receipt. The document will be recertified, forwarded to the unit commander for review and signature, and delivered to the EME no later than 30 days after receipt of the items.

1.2.2. Custodians are also required to use proper supply accounting procedures for all items including "XB3" expendable items. All of these items are subject to inspection and auditing by the Air Force Audit Agency.

1.2.3. Only designated equipment or IT custodians possess the authority to turn in excess or obsolete equipment. An AF Form 2005, **Issue/Turn-In Request**, will be used when equipment items are turned in to Base Supply (processed through EME), and AF Form 1297 will accompany any Information Technology assets to 910 CF/SCBN. All involved parties must maintain paperwork copies until the item is removed from the applicable inventory or accountability listing.

1.2.4. Equipment or Information Technology assets will not be physically removed from any location without the knowledge of the appropriate custodian.

1.2.5. Per 910 AWI 23-201, *Report of Survey*, equipment or Information Technology Information custodians will notify the Report of Survey Program Manager of any lost or damaged government property immediately or at a maximum, within 45 days of the original discovery date.

1.2.6. All cellular phones will be inventoried on an annual basis by 910 CF/SC, as mandated by AFI 33-106 Chapter 4.7.10.1.

1.2.7. All mobility bins will be permanently marked with the owner's unit designation and supply organizational account number. This will be accomplished either by use of a stamping or etching tool, stenciling with paint, or some similar process which permanently identifies the item. Additionally, all serviceable fiberglass mobility bins (NF1) will be placed on supply records for accountability purposes.

1.2.8. Custodians are required to complete and certify an annual inventory on Equipment Authorization Inventory Data (EAID) items maintained on the CA/CRL (R14). The original certification is forwarded to supply; a copy will be maintained in the custodian's folder. In addition, custodians are also required to perform an annual review of items listed on the Organizational Visibility Listing (R15), which is provided to custodians on a quarterly basis. Custodians should verify the accuracy of the nomenclature for each item listed and maintain the original signed R15 in

their respective unit. To maintain accountability, custodians should identify each item listed on the R15 by etching or marking the items with the stock number listed on the R15. This is necessary due to the fact that some items do not have standard stock numbers in the supply system and the numbers reflected on the R15 have been generated at base level.

2. Failure to comply with regulations, established procedures, or policy directives will be considered evidence of negligence, and the responsible individual may be held financially liable for lost or damaged government property.

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